



5/22/2024

Application Process and Selection Criteria

We Offer an application to anyone who inquires about any of our rentals.

Application and Eligibility Requirements

- 1) A complete application is required from each person applying that is over 18 years of age.
- 2) There is no application fee. Upon approval of the application, a \$500.00 holding deposit will secure the property for two weeks. If the applicant does not move in the becomes non-refundable and will be Forfeited. At move in the \$500 will be applied to the applicant's deposits.
- 3) A picture ID is required by all applicants at the time the application is submitted. This would include a current and valid driver's license or current and valid identification card.
- 4) The Gross Household income must meet or exceed 3 times the gross rent paid, unless there are extenuating circumstances: e.g., Retirement or a Current Housing Voucher. Income must be verifiable. To qualify for income calculation applicants must reside in the property applied for full time.
- 5) Approval of your application will be based on your credit history, rental history references, income, and criminal background check.
- 6) No more than two families will be allowed to occupy a home. The capacity of the unit is two people per bedroom plus one per unit.
- 7) Applications will be processed once deemed complete and, in order, they are received.
- 8) Application denial may result from the following but not limited to:
 - a. Misrepresentation of personal information on the application.
 - b. Felony Conviction of the following
 - i A drug related crime
 - ii A person crime
 - iii A crime involving financial fraud, including identity theft and forgery; or any crime if the conduct for which the applicant was convicted or charged is of a nature that would adversely affect property of the landlord or a tenant, or the health, safety or right of peaceful enjoyment of the premises of residents, the landlord, or the landlord's agent.
 - c. FED within the last 5 years.
 - d. Previous landlord reporting of complaints or noncompliance of rental agreement.
 - e. Credit Report reveals more than one account(s) that are not current, and/or previous bankruptcy.
 - f. An exception to credit report findings may be made due to the nature of the unpaid credit or the amount at the landlord's discretion.
 - g. Income not matching or exceeding 3 times the gross rent paid.

NOTE: Please allow between three to five business days to process the application depending on reference response time.

Applicant Screening:

1. Tenant Screening Consists of:
 - a. A full credit history of the past seven years to be obtained through a credit reporting agency.
 - b. Check public records including judgments, liens, evictions, bankruptcies, and collections.



- c. Current Credit Obligations
- d. Income verification
- e. Rental history
- f. Criminal Background Check - We reserve the right to perform a criminal background check on every applicant. A conviction, guilty plea or no contest plea for any felony shall be grounds for denial of the application.

NOTE: If we are unable to verify any information on the application, the application may be denied.

Security Deposits:

- 1) The required move in costs is to be paid in full prior to occupancy. A property may be held for up to 14 days after approval of the application with the payment of the \$500 holding deposit.
- 2) Double the normal security deposit may be required for anyone not meeting any of the following:
 - a. Employment Records
 - b. Income Requirements
 - c. Credit Requirements
 - d. Invalid Social Security Number

Utilities:

All utilities and garbage accounts where applicable must be transferred into the resident's name as of the possession date.

Insurance:

Renters Insurance in the amount of not less than \$100,000. must be in place during tenancy. Some exceptions apply.

Pet Policy

The following is our pet policy:

- 1. No dangerous or vicious animals (as deemed by the property owner/agent), attack dogs or guard dogs are allowed.
- 2. Pit Bull Terriers or any mixed breed with Pit Bull Terrier are strictly prohibited.
- 3. All dogs are required to be licensed.
- 4. All dogs are required to have updated vaccinations.
- 5. A picture of each pet for our files will be required.
- 6. Verification of clean records with license authority.
- 7. No records of complaints from past property owner/agents.
- 8. No records of complaints from any state or county animal control or law enforcement agency.
- 9. Rent of \$50 per approved pet, per month. A maximum of three pets.

NOTE: The landlord reserves the right to reject any or all pets in our homes.